

Castle Hill Late Children Flow Chat

Every week Lateness is analysed by attendance officer and shared with SLT and Head Teachers

This flow chart is Castle Hill's procedure for supporting parents with lateness



Pupil On Time in class for Register

Attendance and Lates given by 10.30 to AO and Head Teacher

Lateness of Week 1

Class Teacher speak to parents support

AO – Analysis of Days – is there a pattern.

AO To be on Gate KS1/2 AM to greet children and praise

Does the Lateness improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school policy

Lateness of Week 2

AO Will have conversation with Parents

Offer of Breakfast club

Letter 1 SENT as evidence spoken to parents

Does the Lateness improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school policy

Lateness of Week 3

AO parental meeting set up

Targets for improvement agreed

Offer of Early Help

Letter 2 sent to parents

Does the Lateness improve?

No Further Action to be taken
Pupil attendance to be monitored in line with school

If no improvement is made via support method.

Referral is made to the Local Authority Attendance Officer

Penalty Charge notice issued

Possible prosecution by GCC